



DEPARTMENT OF THE NAVY

OFFICER IN CHARGE
FLEET NUMERICAL METEOROLOGY AND OCEANOGRAPHY DETACHMENT
FEDERAL BUILDING
151 PATTON AVENUE
ASHEVILLE, NC 28801-5014

IN REPLY REFER TO:

FNMODASHEVILLENOTE 3141
12 Mar 2002

FLENUMMETOC DET ASHEVILLE NOTICE 3141

From: Officer in Charge, Fleet Numerical Meteorology and
Oceanography Detachment Asheville

Subj: PROCEDURES FOR SUBMITTING METEOROLOGICAL RECORDS

Ref: (a) NAVMETOCCOMIST 3140.1L of 15 Sep 2000

Encl: Meteorological Records Packaging Instructions

1. Purpose. To promulgate revised procedures for submission of Meteorological Records to Fleet Numerical Meteorology and Oceanography Detachment (FLENUMMETOC DET) Asheville as required by reference (a).

2. Cancellation. FNMODASHEVILLENOTE 3140 of 12 August 1997

3. Background. All Navy and Marine Corps units/activities that take and record weather observations are required to forward original meteorological records to FLENUMMETOC DET on a monthly basis. In turn, FLENUMMETOC DET ensures these records are placed in permanent archives maintained by the National Climatic Data Center (NCDC).

4. Discussion. As part of an effort to eliminate the stocking of paper forms in the Navy Supply System, instructions and a blank Meteorological Records Transmittal form in "Word" format are now available on the FLENUMMETOC DET homepage.

5. Action.

a. All ships and shore activities that take and record weather observations. Enclosure (1) is provided to aid in the submission of meteorological records to FLENUMMETOC DET. The Meteorological Records Transmittal form and instructions for completion can be downloaded at the following link:

<http://navy.ncdc.noaa.gov/observersupport/observersupport.html>

(1) Instructions for proper disposal of meteorological records by fleet units are specifically contained in reference (a).

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(2) Additionally, the importance of timely submission of meteorological records to FLENUMMETOC DET cannot be overemphasized. It is recommended that units/activities place this item as a "Required Report" on your Administrative Tickler and include enclosure (1) in turnover and/or standard operating procedure (SOP) folders as appropriate.

b. Questions related to the submission of Meteorological Records should be addressed to the FLENUMMETOC DET POC: Mr. Vin Stanton, commercial (828) 252-7865, facsimile (828) 271-4672, or email: vin.stanton@noaa.gov with a courtesy copy to navy.fnmod@noaa.gov

6. Cancellation Contingency. Upon the issuance of the next revised edition.


G. T. MOODY

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